

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 10-15
Opening Date: 05/26/2010
Closing Date: 06/02/2010

Position Title/Series/Grade: Secretary(Assistant), GS-0318-9/10

Salary Range: GS-9, \$51,630 - \$67,114
GS-10, \$56,857 - \$73,917

Location: United States Tax Court,
Office of Judge
Washington, D.C.

Area of Consideration: Status Candidates
Competitive Civil Service Status Required

Duties: As the Secretary (Assistant), the incumbent works with the Chambers Administrator in the administrative operation and management of the chambers and has full responsibility of that position during absences of the Chambers Administrator. In addition, the incumbent provides word processing of opinions for the Judge on a regular basis, as well as general clerical assistance for the Judge, Attorney-Advisers, law clerks and interns; checks and reviews factual findings in draft opinions for conformity with stipulations, exhibits, and testimony admitted into evidence at trial; checks completed draft opinions for citations and references and compliance with stylistic standards adopted by the Court, accuracy, grammar and punctuation, accuracy of statistical tables and numerical data; performs the same functions for bench opinions as for written opinions; prepares all decisions associated with opinions and bench opinions; drafts orders and other legal documents as assigned by the Judge in accordance with the Rules of Practice and Procedure of the Tax Court; schedules conference calls with all parties to ensure no ex parte communications; schedules interviews with prospective chambers employees such as law clerks and interns including drafting all correspondence to applicants for Judge's signature; checks in and reviews incoming cases to ensure all necessary facts, exhibits and information have been prepared for the Judge and prepares folders for new cases consistent with the chamber's specific filing system; including the maintenance of files for each trial session consistent with the chamber's filing system; screens all calls and visitors; and performs other duties as assigned by the Judge.

Screen Out Factor: Applicants must have at least one (1) year of legal assistant/secretarial experience working for an Attorney or a Judge; experience typing legal documents from a Dictaphone as well as proficiency in word processing with a high degree of speed and accuracy. This experience is a prerequisite for employment consideration. Overall qualification will be determined by meeting the screen out factor as well as other stated qualifications of the position.

Special Rating Factors: (Knowledge, Skills, and Abilities used in the Rating Process)

1. Skill in Word Perfect X4 or comparable word processing software in order to type legal documents from both a Dictaphone and rough draft form with a high degree of accuracy and productivity.
2. Well-developed comprehension of the English language sufficient to review the grammar, spelling, and punctuation of legal documents as well as in drafting orders and checking the accuracy of legal citations.
3. Ability to effectively communicate, both orally and in writing, while exercising tact, discretion, and confidentiality in dealing with the public, Tax Court Judicial Officers and all other staff of the Court.

Qualifications Requirement: Applicants **must** meet all qualification and time-in grade requirements within 30 days of the closing date of this announcement. Candidates must have at least 52 weeks of qualifying specialized experience equivalent to the next lower grade level in the Federal service which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, as well as meet the screen out factor.

Specialized Experience is experience that equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position and involved performing legal secretarial work for an attorney, or Judge.

How You Will Be Evaluated:

Ratings will be based on an evaluation of your experience as it relates to the qualification requirements and on the knowledge, skills and abilities (KSA's) listed above. You should provide detailed evidence of the KSA's in your application in the form of clear, concise examples showing level of accomplishment and degree of responsibility.

Narrative Statements: To ensure full consideration for the subject position, applicants MUST submit a narrative, with detailed evidence of the Special Rating Factors in the form of clear, concise examples of accomplishment and degree of responsibility. This narrative should reflect how the applicant's employment experience and/or education relate to each rating factor listed in this announcement. This required information will be used as a source document to evaluate applicants' qualifications for the position. If an applicant fails to provide the information as required, his/her application will not be evaluated beyond the basic screening process. Applicants should list each special rating factor and describe their experience, education, training, performance, awards, and other activities that reflect possession of the knowledge, skills, and abilities. Cross-referencing the application/resume and/or submitting Special Rating Factors for other positions is not acceptable.

Additional Information:

- Candidates must meet appropriate time-in-grade requirements.
- Candidates **MUST** submit a copy of latest SF-50 showing tenure group and promotion potential (if any).
- Relocation expenses or expenses incurred to travel for an interview will not be paid by the Tax Court.
- The Tax Court will provide reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

How to Apply: Applicants must submit all application materials explained in this vacancy announcement to:

**United States Tax Court
Office of Human Resources, Room 106
400 Second Street, NW
Washington, DC 20217**

Application materials must include: A resume or OF-612; Narrative Statements - addressing the Special Rating Factors; most recent SF-50, Notification of Personnel Action, showing tenure group and promotion potential if any and a self certification of typing speed. All application materials must be RECEIVED IN THE OFFICE OF HUMAN RESOURCES, Room 106 by the closing date of this announcement. ABSOLUTELY NO POSTMARKS WILL BE ACCEPTED. You may fax all your application materials to (202) 521-4568 or email to **humanresources@ustaxcourt.gov**. When faxing or emailing application materials please indicate the position you are applying for and the announcement number. For additional information, call the Office of Human Resources at (202) 521-4700.

FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

The United States Tax Court is an equal opportunity employer.